HARDWARE/SOFTWARE REQUIREMENTS

The following list of technical requirements is highly recommended for the users of the DAISI system:

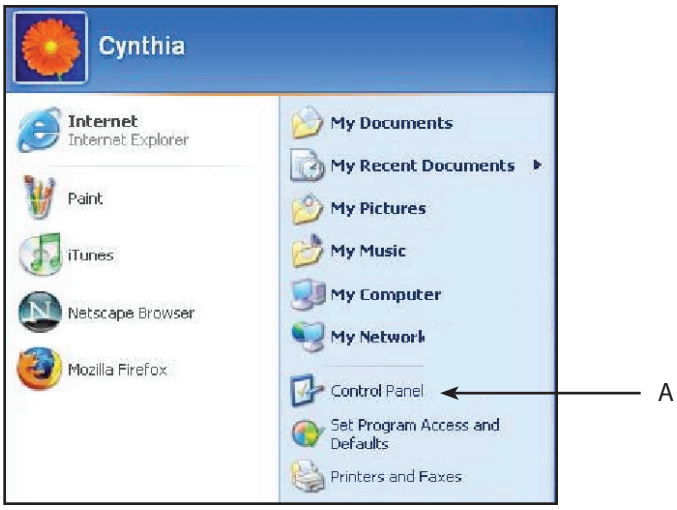
- Computer
  - 1 Ghz speed computer with a minimum of 256 Mb of RAM
- Operating System
  - Windows XP, Windows Vista
  - Macintosh OSX
- Internet Browser
  - Mozilla Firefox 2.0+
  - Internet Explorer 6.0+
  - Netscape 6+
  - Safari 1.03+
  - All browsers will need to have JavaScript enabled
- High Speed Internet
  - Ethernet
  - DSL
  - Cable
  - High-speed wireless connection
- Pop-ups must be allowed for the system to work properly.

SCREEN RESOLUTION

Screen resolution should be set at 1024 X 768 – since lower resolution requires scrolling left to right. Determine the operating system used on your computer and then follow the instructions provided to set the resolution correctly.

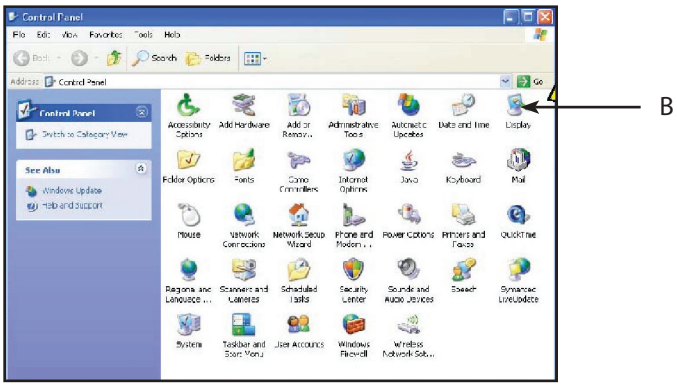
Windows XP

From the ***Start*** menu - select ***Control Panel***.



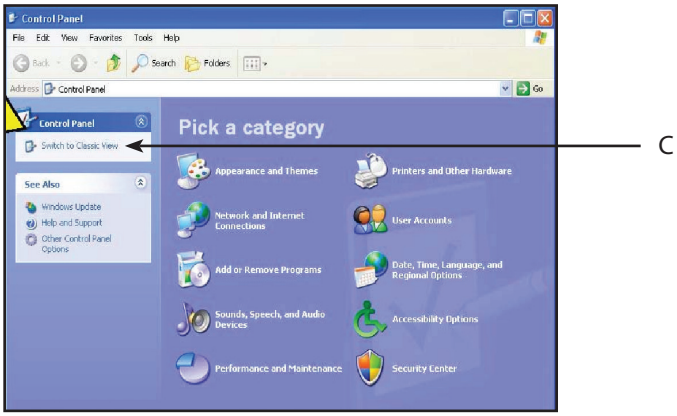
A. Control Panel Option

Once the ***Control Panel*** is displayed– select the ***Displays*** icon.



B. Displays Icon

NOTE: Be sure you are in Classic View (all Control Panel icons are showing). If not, under Control Panel in the left pane, select Switch to Classic View.

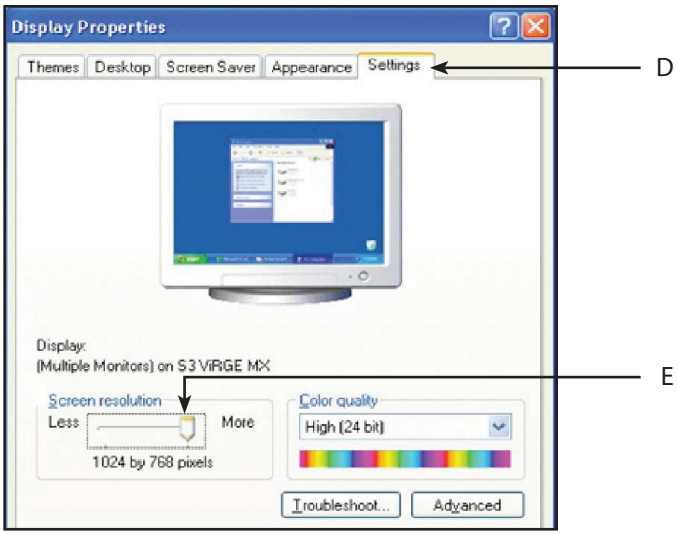


C. Classic View Button

In the ***Display Properties*** dialog box-select the ***Settings*** tab.

On the ***Settings*** tab, under ***Screen Resolution***-select a screen resolution value by moving the slider arrow to set the resolution to 1024 X 768 and select ***OK***.

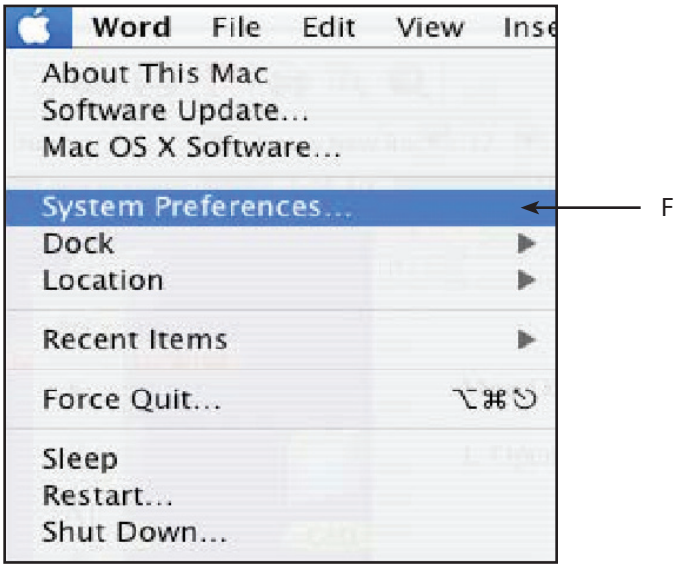
Close the ***Control Panel*** by clicking on the ***Close*** button.



D. Settings Tab
E. Screen Resolution

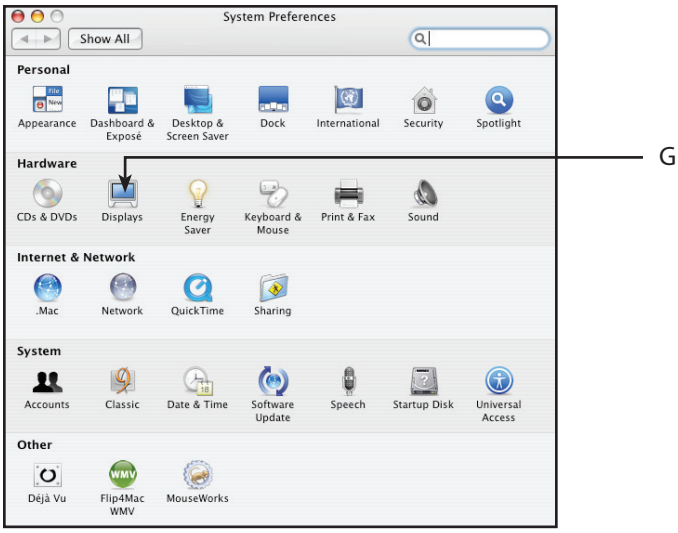
Mac OS X

Select ***System Preferences*** from the ***Apple*** menu.



F. System Preferences

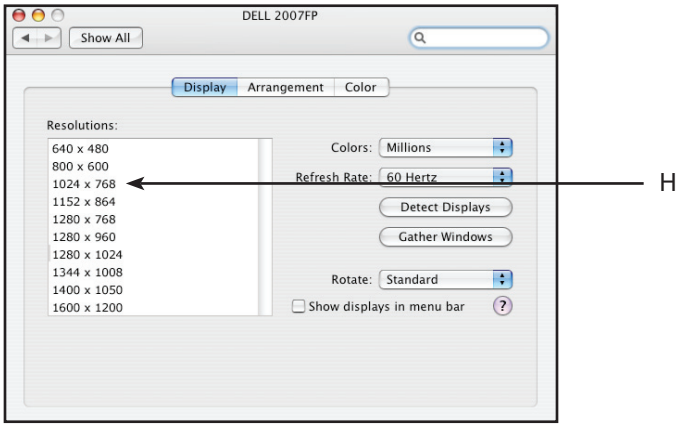
Open the ***Displays*** Panel and choose the ***Display*** tab.



G. Displays Tab

Resolution options are listed on the left side of the ***Displays*** tab. Select 1024 X 768 for optimal viewing.

Close ***System Preferences*** when done by clicking on the red X in the upper left corner.



H. Resolution Options

ONLINE HELP

This information will also be included on the DAISI site and can be accessed from two points of entry:

- https://www.iccbdaisi.org/help.jsp
- Click the **Help** link in the upper right corner (adjacent to Logout) on any page of the site.

USER MANUALS

The user manuals are available for view and download from the online help page. Digital formats and updates to the user manual will be posted at the above location in PDF format. Users can download the free Adobe Acrobat Reader to view PDF files from a link found on the Help page.

In addition to the user manual, a Custom Reporting Definition guide is also available. The Custom Reporting Definition guide provides an overview of the organizational structure and fields available for the Ad Hoc Reporting tools within DAISI. Please use this guide as a reference tool when working with Ad Hoc Reports.

SUPPORT CONTACTS/INFORMATION

The DAISI system is supported by both the Illinois Community College Board and the CAIT Helpdesk.

Policy-related questions about the system should be referred to:

Jay Brooks
Associate Director for Adult Education & Family Literacy Program and Data System Support Specialist
Illinois Community College Board
Phone: (618) 942-7460
Email: Jay.Brooks@illinois.gov

General and technical questions or difficulties with the system should be referred to:

CAIT Helpdesk
Email: daisisupport@cait.org
Phone: (866) 250-5494

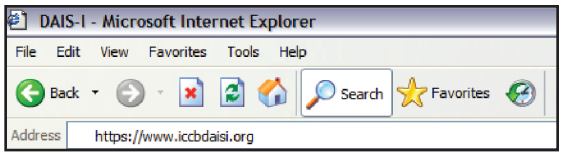
Hours of Operation:
- Monday-Friday: 8am - 5pm

CAIT Helpdesk is closed on: New Years Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Hours are subject to change.

NOTE: The CAIT Helpdesk maintains a ticket-based system of all contact with end users. As a result, when initiating contact with the Helpdesk via email, you will receive an auto-generated email with a ticket number for tracking purposes. It is not necessary to reply to this initial email. Please note the ticket number and include it in any additional communication with the CAIT Helpdesk to better streamline the response process. An individual from the Helpdesk will contact you individually via email or phone with a solution or to request additional information after the issue is reviewed. Once resolved, the ticketing system will send a resolution email confirmation. Again, it is not necessary to reply to this message.

LOGGING INTO DAISI

Access the site by typing the url (uniform resource locator) into the address block of your browser. The url for the site is: https://www.iccbdaisi.org.



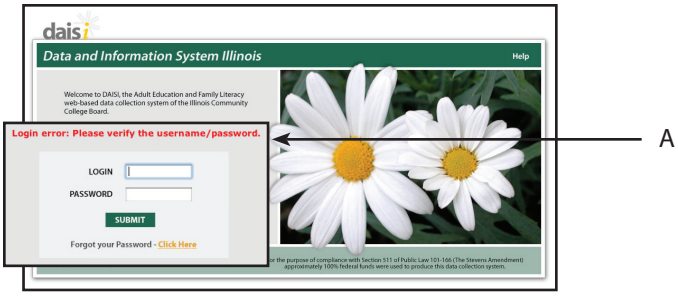
The login page will be displayed.

daisi
Data and Information System Illinois
Help
Welcome to DAISI, the Adult Education and Family Literacy web-based data collection system of the Illinois Community College Board.
LOGIN
PASSWORD
SUBMIT
Forgot your Password - Click Here
http://www.iccb.org

Type the login name and the password that have been provided and press the ***SUBMIT*** button to enter the site.

NOTE: The first password issued is a temporary one. Passwords are case sensitive so use capital letters when needed. Temporary passwords can contain both letters and numbers so pay close attention to whether you should be typing a 1 (number one) or an l (lower case letter L).

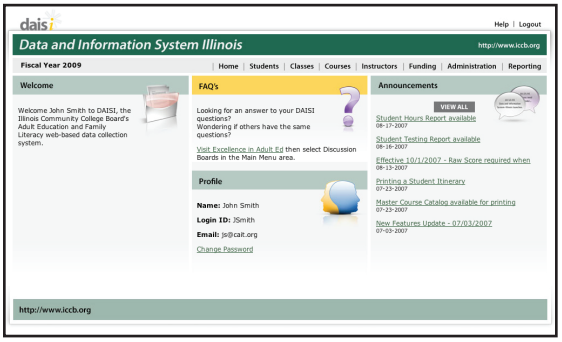
If something is entered incorrectly, an error message will appear above the login area.


daisi
Data and Information System Illinois
Help
Welcome to DAISI, the Adult Education and Family Literacy web-based data collection system of the Illinois Community College Board.
Login error: Please verify the username/password.
LOGIN
PASSWORD
SUBMIT
Forgot your Password - Click Here
A

A. Login Error

Check the login and password and re-enter them.

If both are entered correctly the Home Page will be displayed.



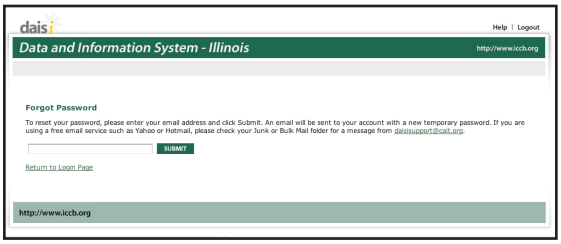
FORGOTTEN PASSWORD

If you forget your password, click on the link provided on the login page.

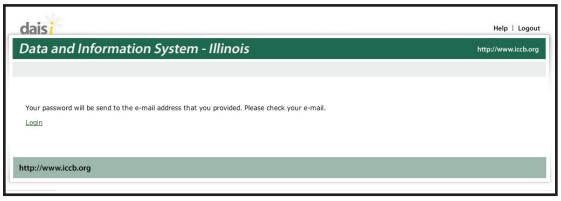
Data and Information System Illinois
Help
Welcome to DAISI, the Adult Education and Family Literacy web-based data collection system of the Illinois Community College Board.
LOGIN
PASSWORD
SUBMIT
Forgot your Password - Click Here
http://www.iccb.org
B

B. Forgot your Password link

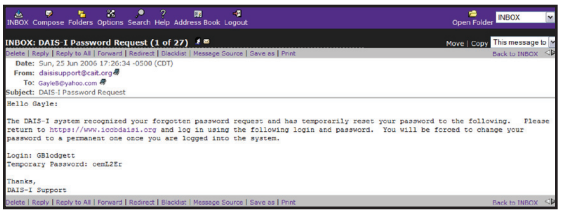
The forgotten password page will be displayed.


Help | Logout
Data and Information System - Illinois
http://www.iccb.org
Forgot Password
To reset your password, please enter your email address and click Submit. An email will be sent to your account with a new temporary password. If you are using a free email service such as Yahoo or Hotmail, please check your Junk or Bulk Mail folder for a message from daisisupport@cait.org.
SUBMIT
Return to Login Page
http://www.iccb.org

Enter the email address that is on file for you in the space provided and press the ***SUBMIT*** button. If the email is found within the system, a new password will be sent via email. Once sent, you will receive a confirmation page on-screen.


Help | Logout
Data and Information System - Illinois
http://www.iccb.org
Your password will be send to the e-mail address that you provided. Please check your e-mail.
Login
http://www.iccb.org

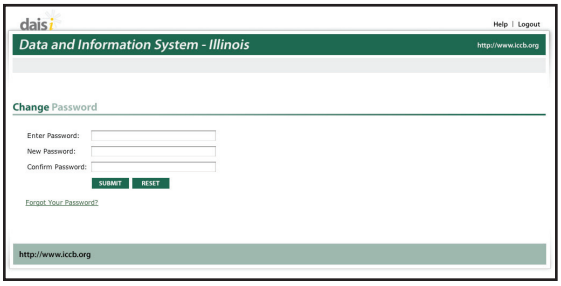
NOTE: The login and password information is system-generated and sent to your email account from daisisupport@cait.org. Watch for this address in your Bulk or Junk mail folders.


INBOX: DAIS-I Password Request (1 of 27)
Date: Sun, 25 Jun 2006 17:26:34 -0500 (CDT)
From: daisisupport@cait.org
To: Gayleb@yahoo.com
Subject: DAIS-I Password Request
Hello Gayle:
The DAIS-I system recognized your forgotten password request and has temporarily reset your password to the following. Please return to https://www.iccbdaisi.org and log in using the following login and password. You will be forced to change your password to a permanent one once you are logged into the system.
Login: GBlodgett
Temporary Password: oemL2Ec
Thanks,
DAIS-I Support

CHANGE PASSWORD

The first time a password is used you will be prompted to change it.

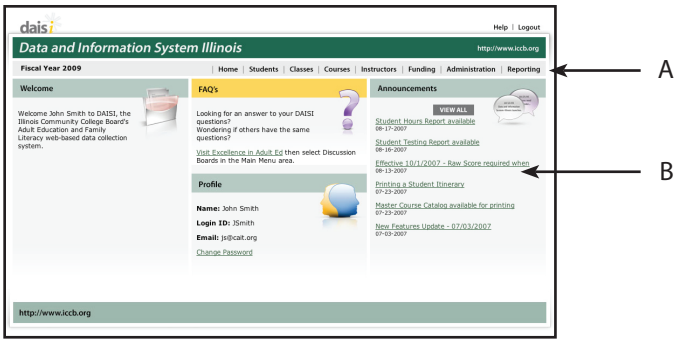
After logging in the first time, the change password screen will be displayed.



First, enter your assigned password. Then, enter your new password. This is one that you make up, and it should be one that you can easily remember. Re-type the same made up password to confirm it, and press the ***SUBMIT*** button.

NOTE: Passwords must be between 6 and 32 characters long. They can be all alpha (A – Z) or all numeric (0 – 9) or a combination of both. Just remember, if you use a capital letter when you set the password, you must also use one when you enter the system.

Successful entry of the login and password will display the Home Page. The Home Page is divided into two sections – the navigation bar (located along the top of the screen) and the welcome/information area.



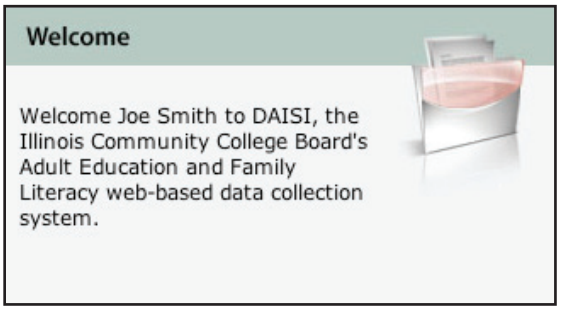
A. Navigation Bar
B. Welcome/Information Area

WELCOME/INFORMATION

This display area is divided into four sections.

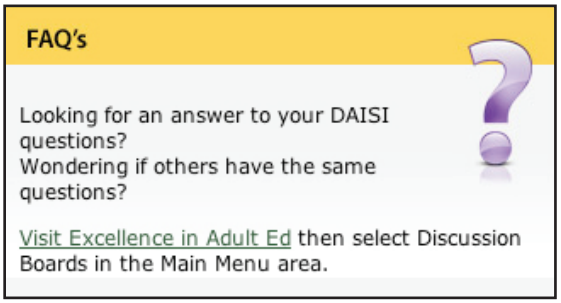
Welcome

This section displays a general welcome message for users.


Welcome
Welcome Joe Smith to DAISI, the Illinois Community College Board's Adult Education and Family Literacy web-based data collection system.

FAQ's

The FAQ area provides a link to the Excellence in Adult Education website maintained by the Illinois Community College Board as a resource for Adult Education providers. This link will open in a new browser window.

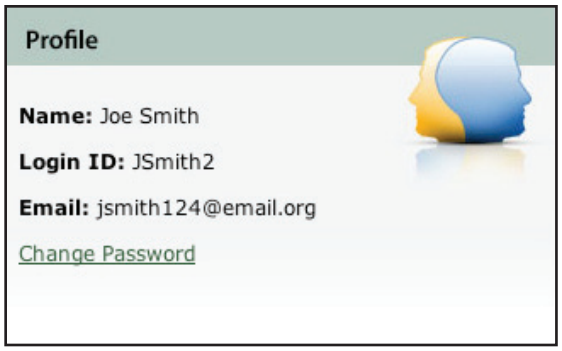

FAQ's
Looking for an answer to your DAISI questions?
Wondering if others have the same questions?
Visit Excellence in Adult Ed then select Discussion Boards in the Main Menu area.

The Excellence in Adult Education website offers a discussion forum dedicated to assisting users of the DAISI system with questions and provides ability for end users to communicate with one another.

Profile

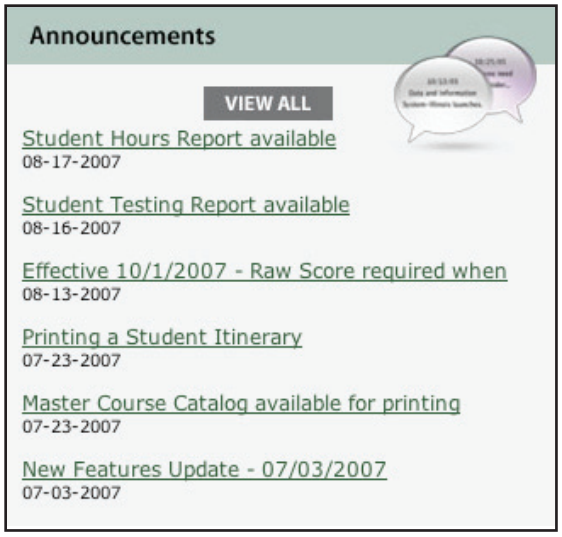
Information about the user is displayed here.

Clicking on the ***CHANGE PASSWORD*** link provided will display the change password screen.

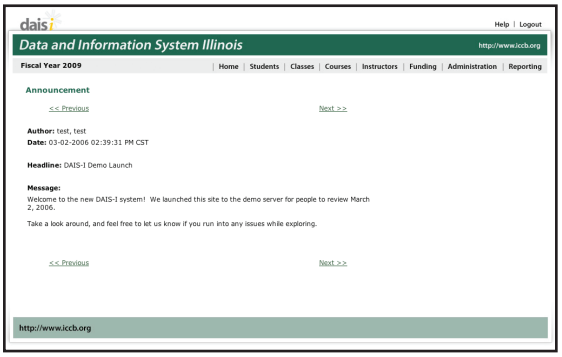


Announcements

Information will be posted here by the ICCB for users as needed.

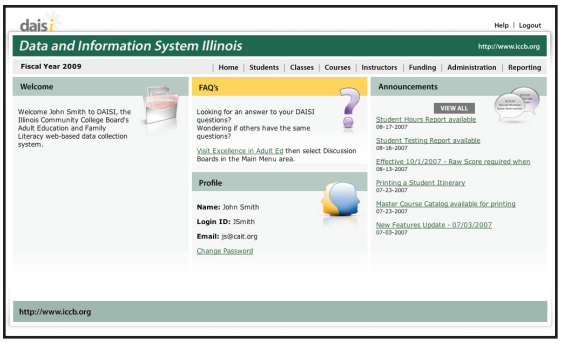


Clicking on the link provided will display the announcements. Each announcement screen includes a link to the previous announcement and the next one. This provides the ability to scroll from message to message.


Help | Logout
Data and Information System Illinois
http://www.iccb.org
Fiscal Year 2009
Home | Students | Classes | Courses | Instructors | Funding | Administration | Reporting
Announcement
<< Previous
Next >>
Author: test, test
Date: 03-02-2006 02:39:31 PM CST
Headline: DAIS-I Demo Launch
Message:
Welcome to the new DAIS-I system! We launched this site to the demo server for people to review March 2, 2006.
Take a look around, and feel free to let us know if you run into any issues while exploring.
<< Previous
Next >>
http://www.iccb.org

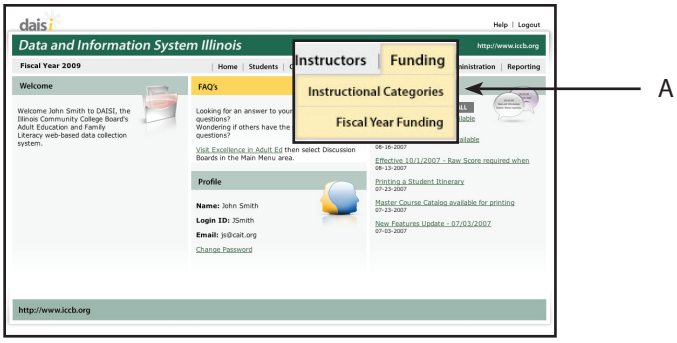
SITE NAVIGATION

Each of the individual tabs listed at the top of the screen has menu options. This is the navigation bar and will be displayed on each screen throughout the system.



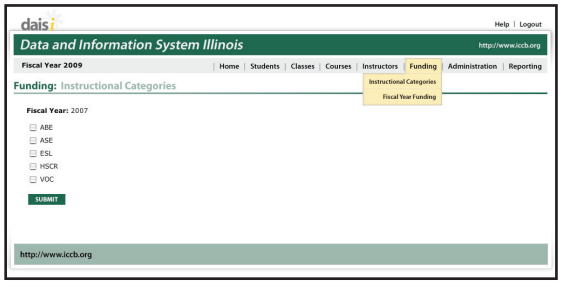
The label on the tab identifies the area of the system this is controlled by the options listed under the tab. A drop-down menu to the functions available is provided when you hover over a tab.

For example, the ***Funding*** tab is used to access ***Instructional Categories*** and ***Fiscal Year Funding***.



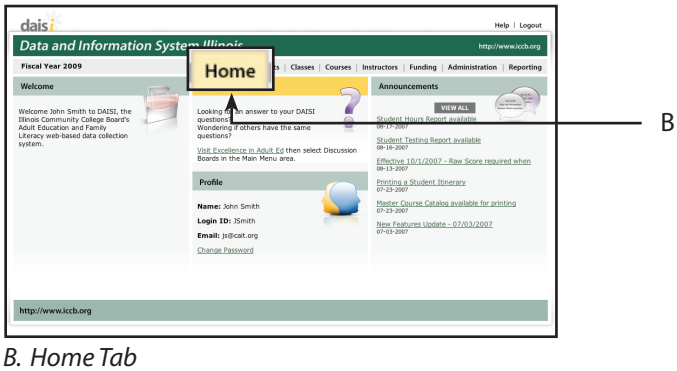
A. Funding Tab

Move the mouse over the option to be selected (such as Instructional Categories) and click on it. The desired screen will be displayed.



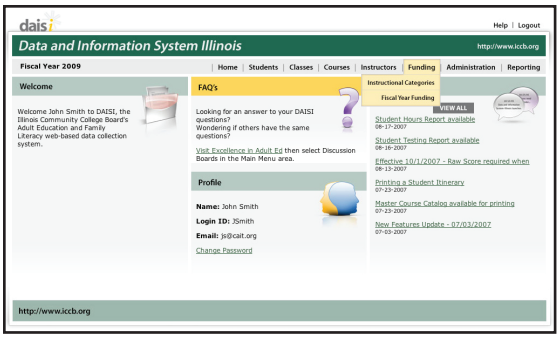
The order of the tabs on the navigation bar is: Home, Students, Classes, Courses, Instructors, Funding, Administration, and Reporting.

Return to the Home Page at any time by hovering over the ***Home*** tab and clicking on it.



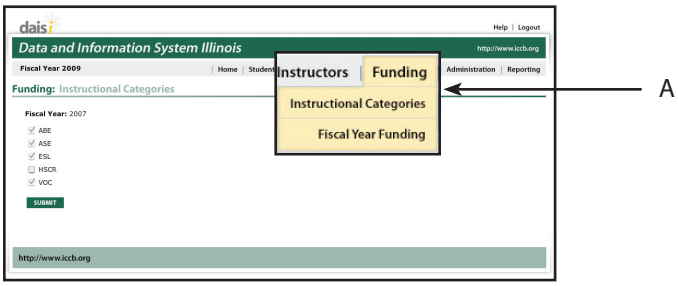
B. Home Tab

Instructional Categories and Fiscal Year Funding must be set up at the start of each fiscal year before any other entry can be done for a program. Funding is entered and modified under the ***Funding*** tab. This records grant funds that are tied to instruction for each funding source.



INSTRUCTIONAL CATEGORIES

To access the Instructional Categories page, select the ***Instructional Categories*** menu option under the ***Funding*** tab in the navigation at the top of the page.



A. Instructional Categories Option in Drop-down Navigation

A list of all categories is displayed for the fiscal year. Click on the corresponding check boxes to select all instructional categories offered by your program during the specified fiscal year, and click on ***SUBMIT*** to save the changes.

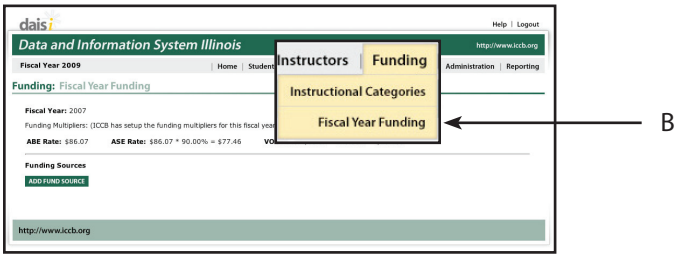
NOTE: If an instructional category is tied to a course, classes, and students there is no option available to remove it from the area. The checkbox will be grayed, out signifying that it cannot be removed.

If allowed, categories can be removed by clearing the corresponding checkbox and clicking ***SUBMIT***.

NOTE: Please see the Appendix for Instructional Category definitions.

FISCAL YEAR FUNDING

Fiscal year funding is setup by fiscal year and source. This is done under the ***Funding*** tab by selecting ***Fiscal Year Funding*** from the menu.



B. Fiscal Year Funding Option in Drop-down Navigation

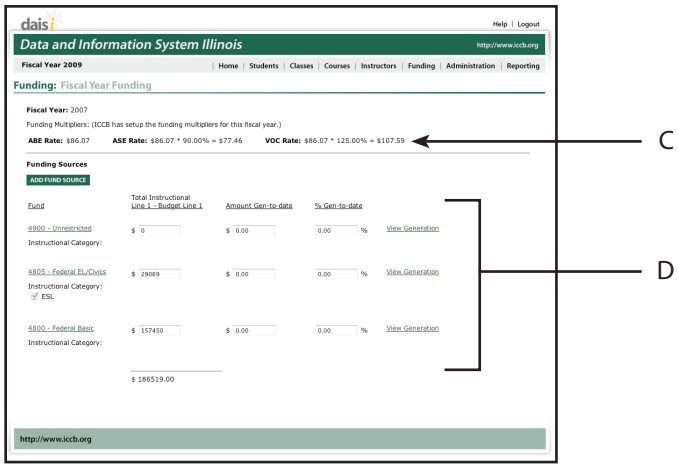
Funding Multipliers

The funding multipliers are displayed near the top of the screen. Once the multipliers are entered by the ICCB for the fiscal year, they cannot be changed. Multiplier values are used in the calculation of student generation amounts and vary each fiscal year.

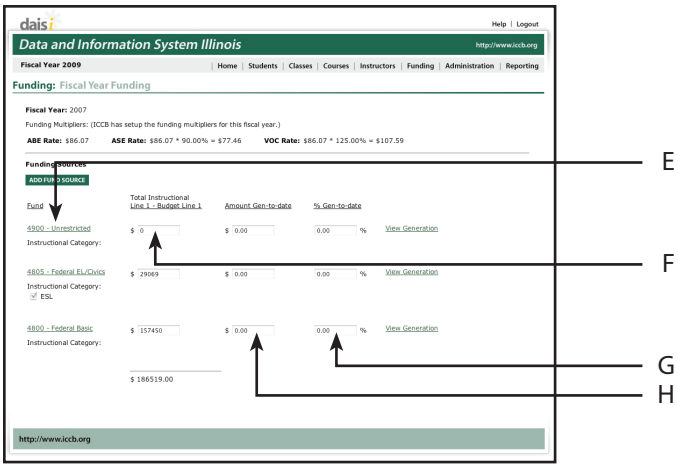
Funding Sources

Funding sources are listed on this page, as well. Funding sources can be added or changed throughout the year. By the July 30 reporting deadline each year, the Budget Line 1 Instruction Totals within DAISI must exactly match the Budget Line 1 expenditures appearing on the final Expenditure Reports.

The funding source and instructional category(ies) are displayed to the left. The columns of information displayed for each source are: Total Instruction (Line 1 - Budget Line 1), Amount Gen-to-date (Generated-to-date), and % Gen-to-date (Percent Generated-to-date).



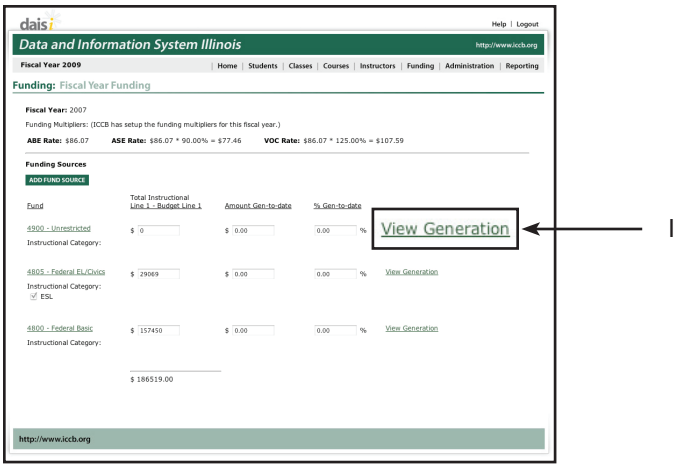
C. Funding Multipliers
D. Funding Sources



E. Fund Source and Instructional Category
F. Total Instruction
G. % Gen-to-date
H. Amount Gen-to-date

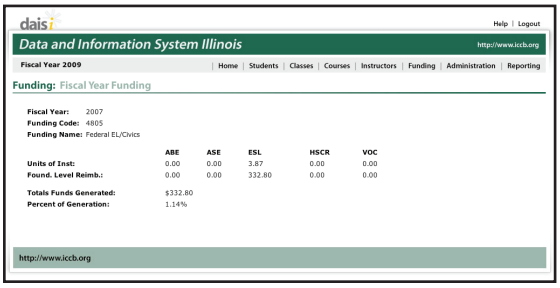
Generation

Click on the ***View Generation*** link to display funds generated by instructional type.


Data and Information System Illinois
Fiscal Year 2009
Home | Students | Classes | Courses | Instructors | Funding | Administration | Reporting
Funding: Fiscal Year Funding
Fiscal Year: 2007
ABE Rate: $86.07
ASE Rate: $86.07 * 90.00% = $77.46
VOC Rate: $86.07 * 125.00% = $107.59
Funding Sources
ADD FUND SOURCE
View Generation
4900 - Unrestricted
4805 - Federal EL/Civics
4800 - Federal Basic
$ 186519.00
http://www.iccb.org

I. View Generation Link

This displays the units of instruction and the foundation level reimbursement for each instructional category. The foundation level reimbursement is calculated based on the number of units multiplied by the funding multiplier. For example, the equation for calculating the foundation level reimbursement for the ESL category is: 3.87 * $86.07 = $333.09.


Data and Information System Illinois
Fiscal Year 2009
Home | Students | Classes | Courses | Instructors | Funding | Administration | Reporting
Funding: Fiscal Year Funding
Fiscal Year: 2007
Funding Code: 4805
Funding Name: Federal EL/Civics
ABE ASE ESL HSCR VOC
Units of Inst: 0.00 0.00 3.87 0.00 0.00
Found. Level Reimb.: 0.00 0.00 332.80 0.00 0.00
Totals Funds Generated: $332.80
Percent of Generation: 1.14%
http://www.iccb.org

Generation is a formula by which a unit of instruction is converted to real dollars, based on established rates in state statute. It is calculated based on units of instruction times the established rates, which are hard-coded into DAISI each fiscal year. The Instructional line (Budget Line 1) of each budget for State Basic, State Public Assistance, Federal Basic, and Federal EL/Civics must be generated, and records must support the claims. Funds must be returned if generation requirements are not met. Therefore, it is important to review Generation Status periodically. 40% of each funding source must be generated by the mid-year mark, and 100% of each funding source must be generated by the end of the year.

The Instructional line of the State Performance budget does not have to be generated; however, if 51% of the instructional costs for a student are funded with ICCB AEFL State Performance funds, the student must be assigned to State Performance when entered into DAISI. Please see Section 3.3 of the AEFL Provider Manual for further information.

Add Fund Source

Click on the ***ADD FUND SOURCE*** button to add a new fund source to the list.

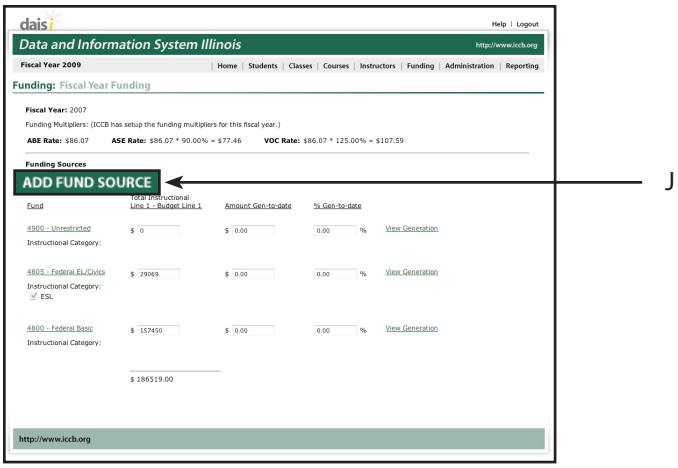
Select a fund source from the drop down list provided or type the first number of the fund source. Only the sources that have not been setup will be available. This is a required entry.

Enter the dollar amount of the funding. This comes from the total Instructional Budget (line 1 on your budget forms) for the selected fund source.

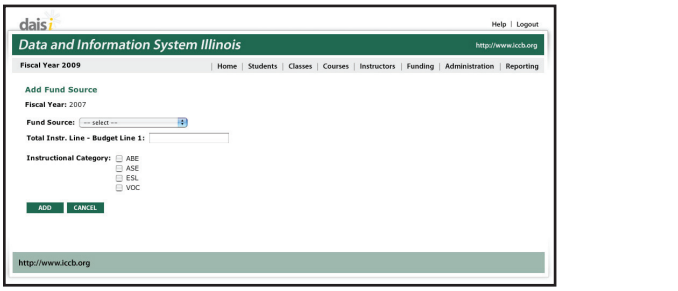
Select at least one instructional category. If a category is not available for a fund source, it will be grayed out and not selectable from the list.

Click on ***ADD*** to add the funding source and return to the Fiscal Year Funding screen.

NOTE: Federal Basic and Federal EL/ Civics funds cannot be used to support Vocational or Foreign Language GED instruction.

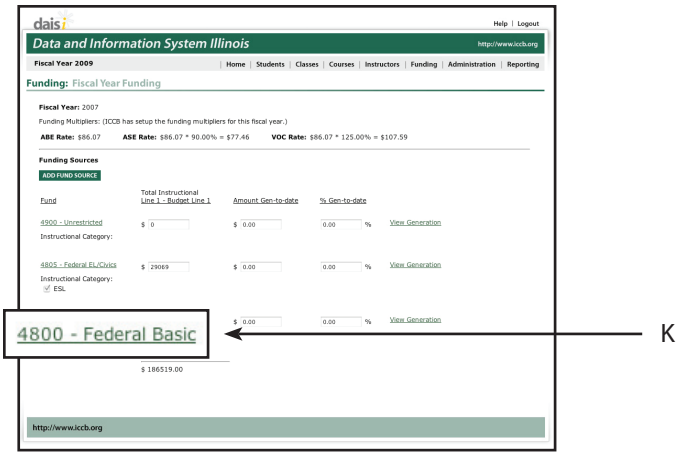

Data and Information System Illinois
Fiscal Year 2009
Home | Students | Classes | Courses | Instructors | Funding | Administration | Reporting
Funding: Fiscal Year Funding
ADD FUND SOURCE
J

J. Add Fund Source Button



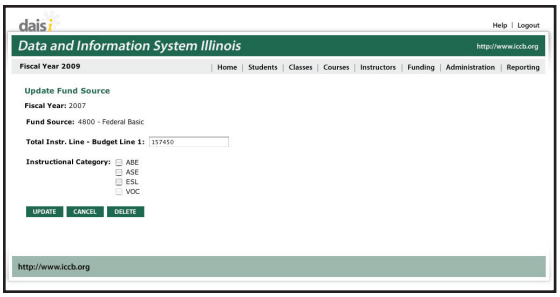
Edit Fund Source

Information about each funding source is listed on the Fiscal Year Funding screen. To edit the funding source information, click on the link for the appropriate code and name.



K. Edit Fund Link

The edit screen will be displayed.



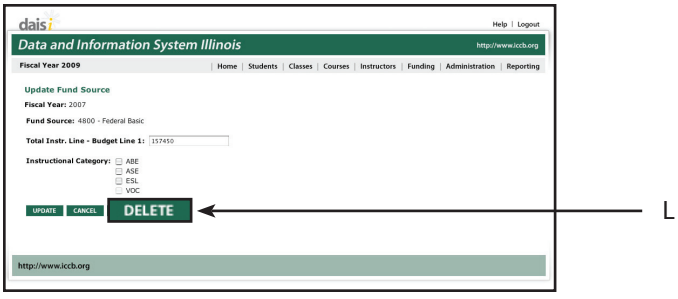
Edit the funding amount by typing in the new dollar amount. The amount can be modified at any time but must always match with financial records related to the cost of instruction.

Instructional categories can be added at any time and can be removed from the list as long as they have not been used.

Click on ***UPDATE*** to save the changes and return to the Fiscal Year Funding screen.

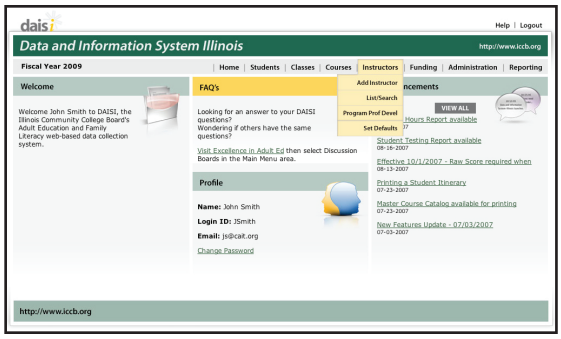
Click on ***CANCEL*** to exit this screen without saving the changes.

A fund source can be deleted until it is used for classes by clicking the ***DELETE*** button.



L. Delete Button

Instructors are added to the system under the ***Instructors*** tab. This area is also where lists of instructors can be viewed and instructor information can be edited.

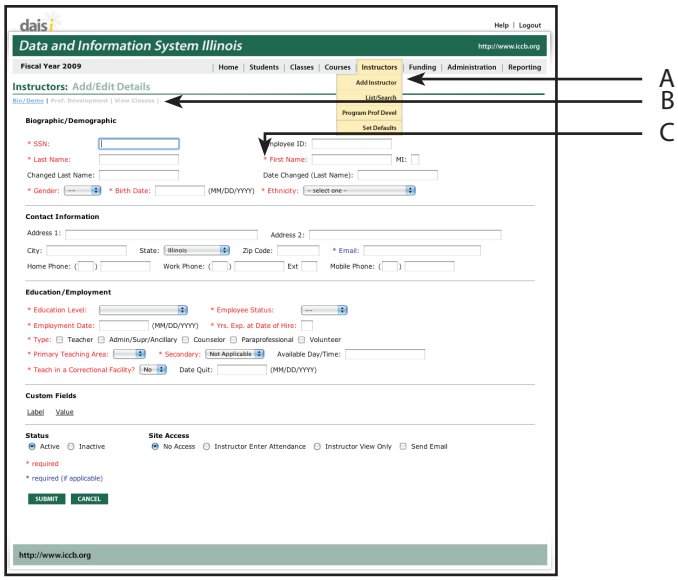


ADD INSTRUCTORS

To add an instructor to the system, select ***Add Instructor*** from the ***Instructors*** tab. The instructor information screen is divided into the following five sections:

Biographic/Demographic

Enter as much information as is available about the instructor. The fields preceded by a red asterisk (*) and highlighted on screen with red text are required fields. Some fields require text entry and some (such as gender and ethnicity) provide a drop-down list to select from. Enter the required information in the Biographic/Demographic section. The system will automatically check for duplicates and prompt the user at the top of the page if any are identified. Once an instructor has been added to the system the sub-menu will be available. These are discussed later in the document under the List/Search function.

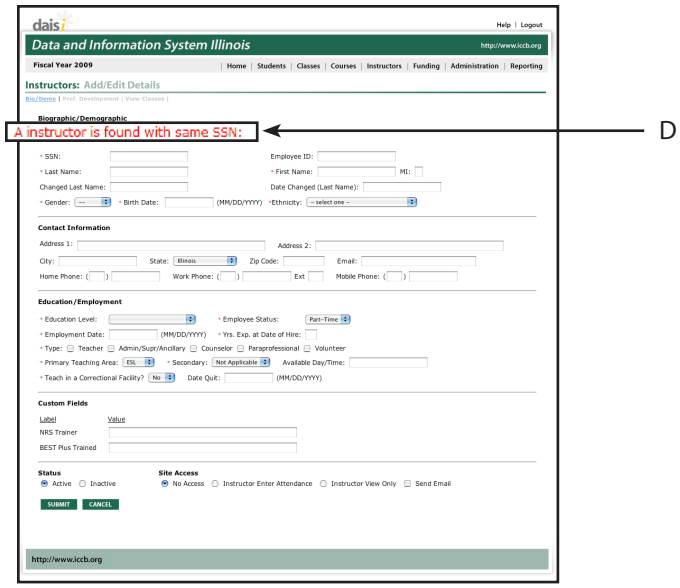


A. Add Instructor Option in Drop-down Navigation
B. Instructors Sub-Menu
C. Indicates Required Field

NOTE: When a drop-down list is present, you can either select the item with your mouse from the drop-down list or type the first letter of the item into the box, and the appropriate item will be inserted.

NOTE: If an instructor is working for multiple programs, the instructor must have a separate record for each program. Within one program, the system compares SSN, Last Name, and Birth Date for possible duplicate accounts. If any suspected duplicates are found a message is displayed.

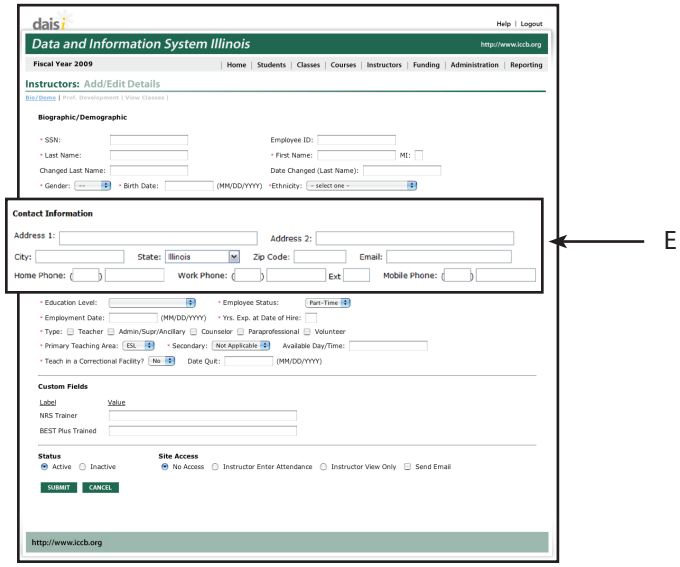
NOTE: Fields that have formatted data such as Social Security Number (000-00-0000) do not require you to enter the separators. Key in only the numbers. To erase the data and make a change to an entry, highlight the existing data and then press the delete key.



D. Duplicate Message

Contact Information

Enter the address information as available. The default value for the state is Illinois. Other fields can have default values set for your individual program (instructor defaults will be described later in this document).

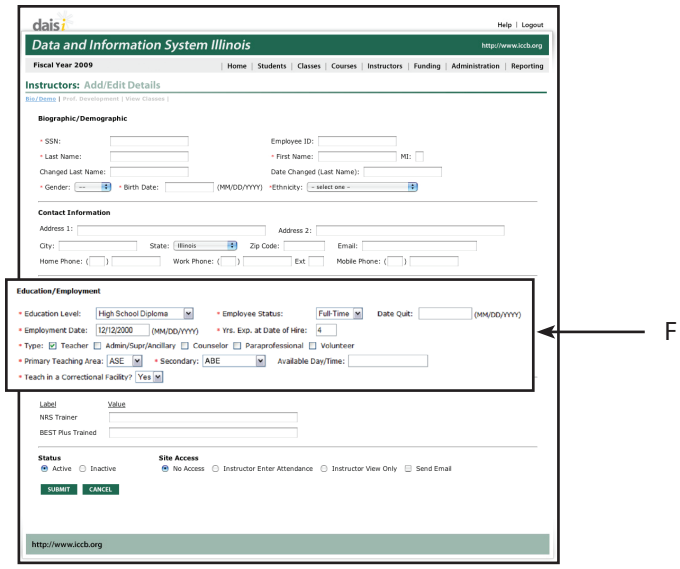


E. Contact Information

Education/Employment

Enter the appropriate information paying close attention to the required fields.

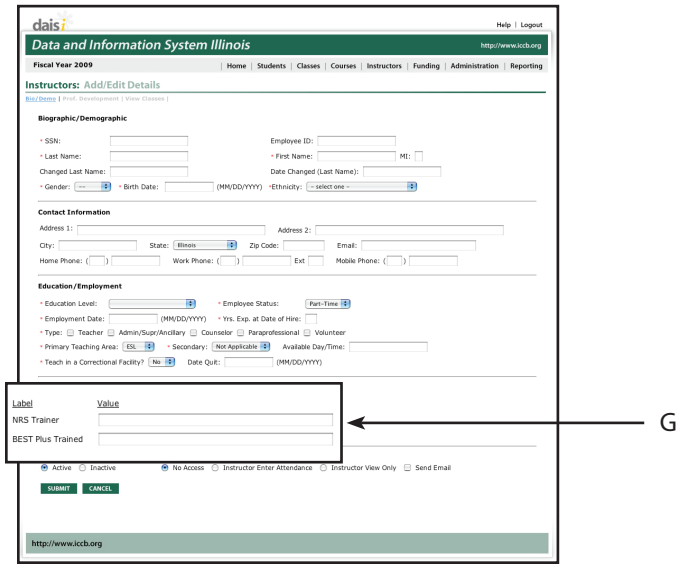
1. **Employee Status:** Employment status (full or part-time) as an instructor in your program.
2. **Employment Date:** Date first employed by your program.
3. **Years Experience at Date of Hire:** Years of experience in the field of adult education at time initially employed by your program.
4. **Primary Teaching Area:** Type of instruction teacher spends the majority of time providing.
5. **Secondary Teaching Area:** Type of instruction teacher spends the minority of time providing. May be left blank of marked Not Applicable if teacher provides only one type of instruction.



F. Education/Employment

Custom Fields

If custom fields have been defined they will appear on the screen just below the education/employment section. An explanation of how to setup the custom fields will be provided in the Administration section of this document.

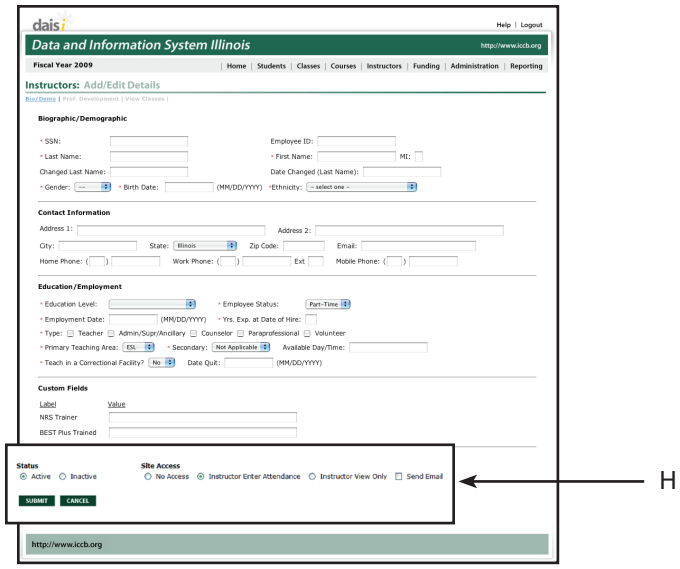


G. Custom Fields

Site Access

Select the appropriate status and issue site access as needed. The level of site access granted will control how much the instructor can edit/change information within the site.

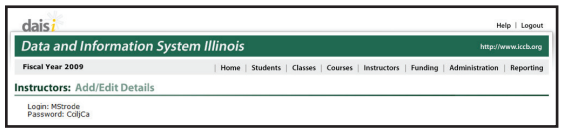
- **No Access:** prevents instructors from having an account within the DAISI system for the program.
- **Instructor Enter Attendance:** allows the instructor to view student data for his/her classes and to enter student attendance information. If this option is selected a unique email address will be required before the instructor's information can be saved.
- **Instructor View Only:** grants the instructor an account with view-only access to his/her class data, including roster and attendance views. If this option is selected a unique email address will be required before the instructor's information can be saved.



H. Status

NOTE: The Email field is highlighted with a blue asterisk and blue text to indicate it's required when Site Access is granted.

Check ***Send Email*** to send the instructor an email with login and password information. An email will only be sent if an email address is available. If the ***Send Email*** box is not checked, the login and password information will be displayed on the screen once the instructor's information is successfully saved.

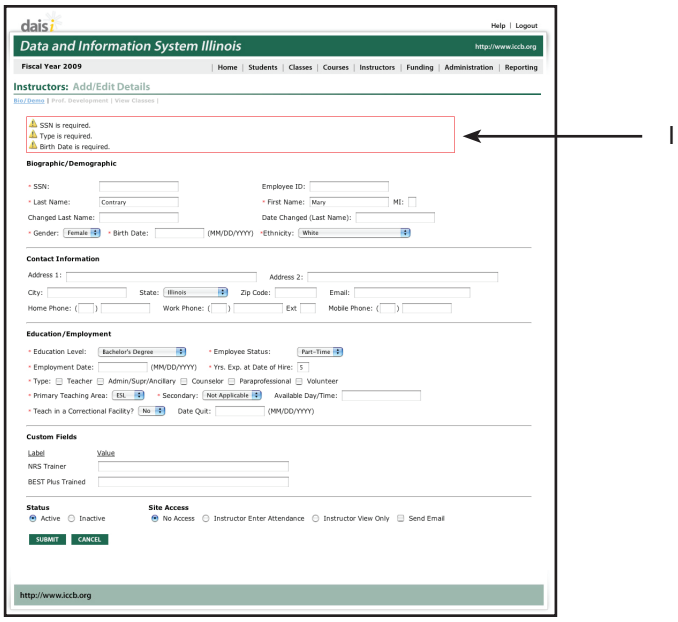


You will need to print the information and give it to the instructor.

Click ***SUBMIT*** to save the information.

Submission Errors

NOTE: If the information entered for an instructor is not valid or is incomplete, an error message will be displayed in a red box near the top of the screen. Any error messages displayed must be resolved before the instructor's information can be saved successfully.



I. Error Message

LIST/SEARCH INSTRUCTORS

Instructor information can be edited and reviewed under the ***Instructors*** tab by selecting the ***List/Search*** option from the menu.

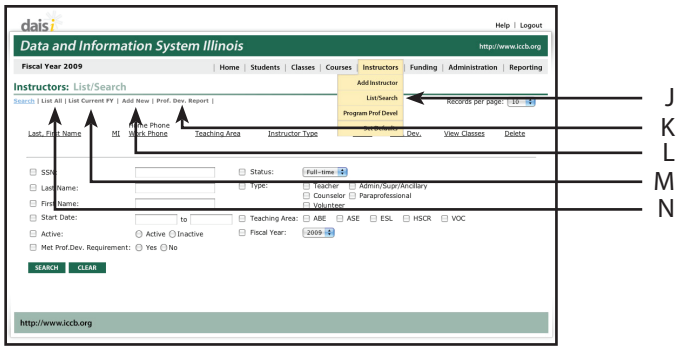
NOTE: There is a sub-menu available on this screen under the heading. Hover over the option to display the link.

List All – displays all instructors without regard for search criteria.

List Current FY – displays all instructors assigned to classes within the current fiscal year of the system.

Add New – brings up a new instructor entry screen. This is the same screen displayed under the ***Add New*** function previously discussed.

Prof. Dev. Report – prompts user to select either PDF or Excel output of Professional Development-Summary report including all instructors in results list.



J. List/Search Option in Drop-down Navigation
K. Prof. Dev. Report Link
L. Add New Link
M. List Current FY Link
N. List All Link

Search – allows you to enter specific data to use in a search. Click on the box in front of the search criteria to include the field in the search and enter the data to use in the text field, or select a value from a drop down menu. A partial search can be done on last name or first name by entering the first letter(s) of the name.

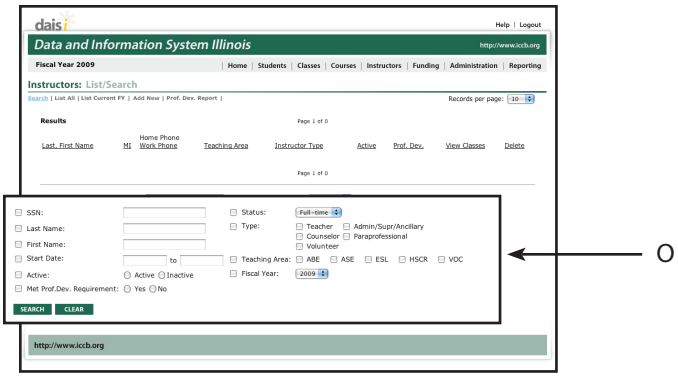
For example, checking the first name box and typing the letter "T" then clicking on ***SEARCH*** will display all instructors with a first name beginning with "T".

It is important to note that searches are inclusive. Selecting last name and a birth date range requires the instructor match on last name AND on the birth date range to be listed in the search results.

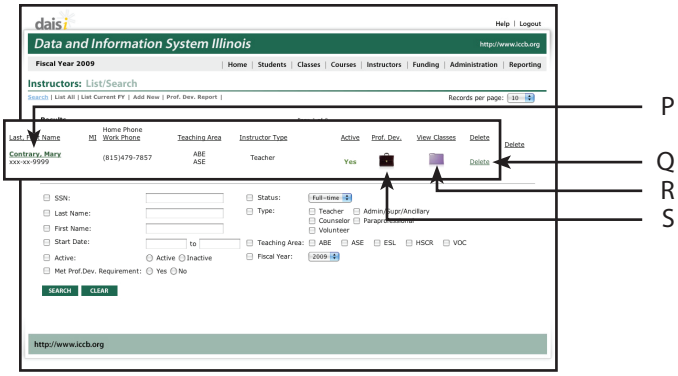
Once the results are displayed, a link on the instructor name is provided to view more detail for each instructor listed in the search results.

Also note there are icons for professional development and view classes displayed for each instructor.

Clicking on any of the icons will take you directly to the information it references.



O. Search



P. Instructor Name link
Q. Delete link
R. View Classes Icon
S. Prof. Dev. Icon

EDIT INSTRUCTORS
Add/Edit Details

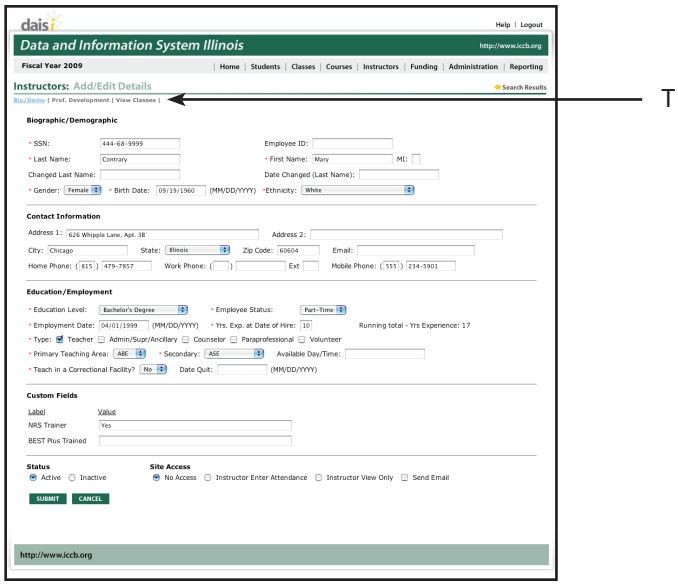
Click the link on the instructor's name to display the ***Add/Edit Details*** screen.

Please note the instructor sub-menu is available from the Add/Edit Details page.

The information displayed for the instructor is the same information that was entered for the ***Add New*** Instructor screen. It allows editing of each section entered for the new instructor -- Biographic/Demographic, Contact, Education/Employment, Custom Fields, and Status.

Changes can be made to any of these areas. Required fields must still be completed. Duplicates are not allowed and will be checked automatically by the system.

NOTE: Once changes are entered be sure to click on ***SUBMIT*** to save them. Changes will not be saved unless the ***SUBMIT*** button is used.



T. Instructor Sub-Menu

If there are errors in the entry of data a message in a red box will be displayed at the top of the screen. If the data has been updated successfully a green confirmation message will display at the top of the screen.

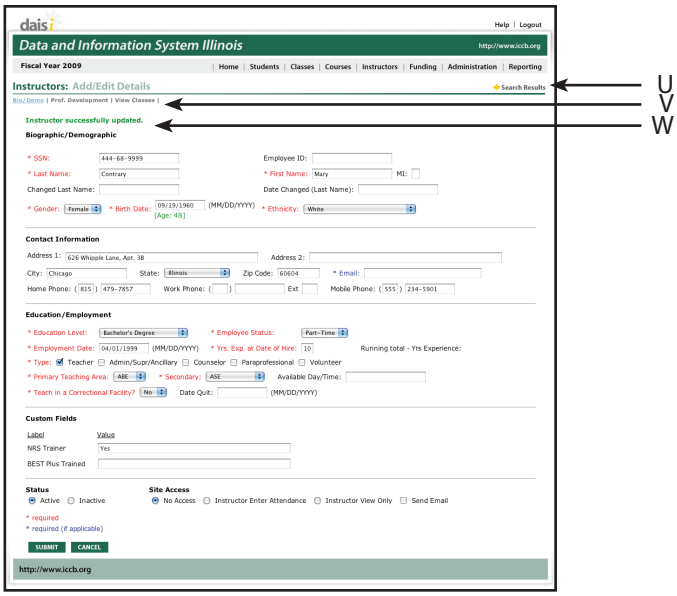
Click on the ***Search Results*** button to return to the ***List/Search*** screen, select one of the options from the sub-menu or choose another function from the navigation bar.

Professional Development

Professional development hours for instructors are required to be entered into the DAISI system. The professional development screen displays hours by activity that an instructor has spent on professional development for the specified fiscal year.

Policy at the ICCB now requires:

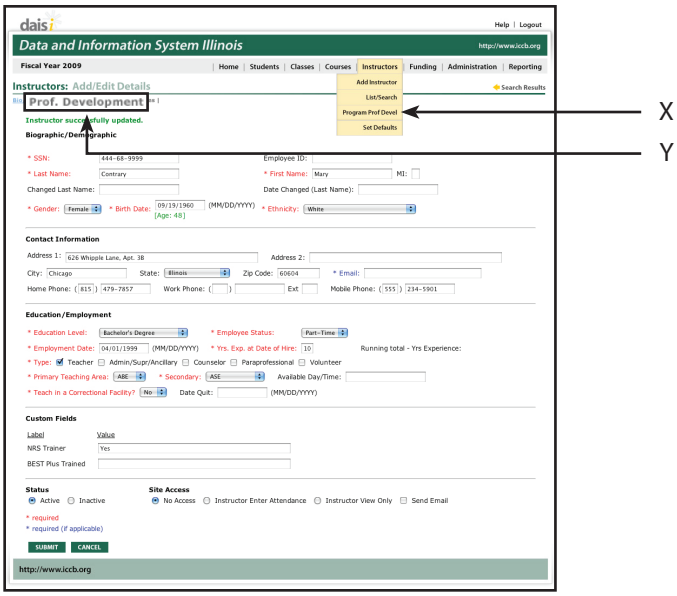
1. All Instructional staff must receive at least 6 hours of professional development training each fiscal year.
2. All New Adult Education Instructors must complete a New Teacher Orientation within six months of his or her hire date.
3. Please see section 9.2 of the AEFL Provider Manual for additional professional development requirements.



U. Search Results Button
V. Instructors: Add/Edit Details Sub-Menu
W. Successful Update Message

Professional development hours can be entered into DAISI two ways:

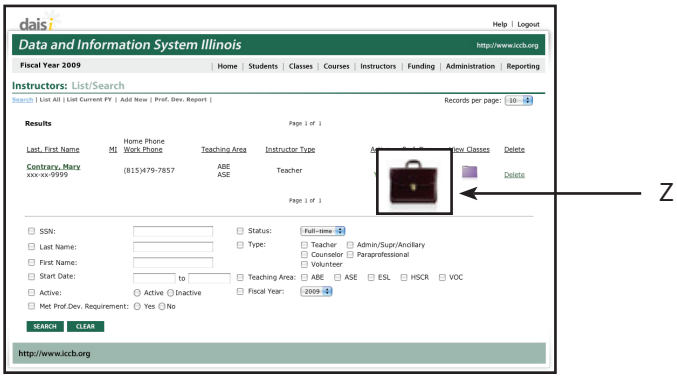
1. By an individual instructor by selecting Prof Development link for each instructor.
2. For multiple instructors at once by selecting the Prog Prof Devel link on the instructors menu tab.



X. Program Prof. Devel. Link
Y. Prof. Development Link

You can view the professional development status of an instructor from either of two places.

You can click the briefcase icon in the Prof. Dev. Column next to the instructor's name on the List/Search screen.

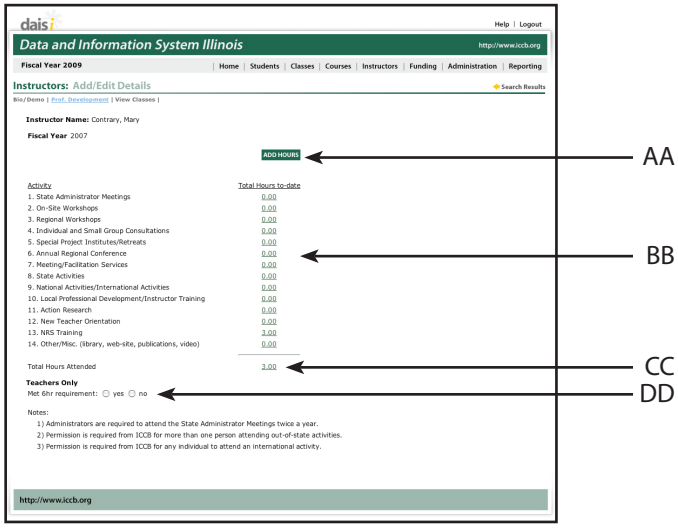


Z. Prof. Development Link

Or, once an instructor has been selected from the search list, the professional development information can be reviewed by clicking on the Prof. Development link in the sub-menu.

The professional development screen provides a summary of activity for the selected instructor for the specified fiscal year. Each of the professional development activities available are listed for review. The total hours for each activity are listed along with an overall total. If the instructor is a teacher who has met the six hour requirement, the YES radio button near the bottom of the screen will be automatically marked by the system.

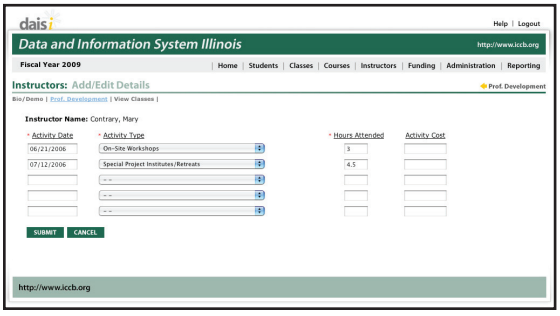
To add additional hours for an individual instructor, click on the ***ADD HOURS*** button and the entry screen will be displayed.



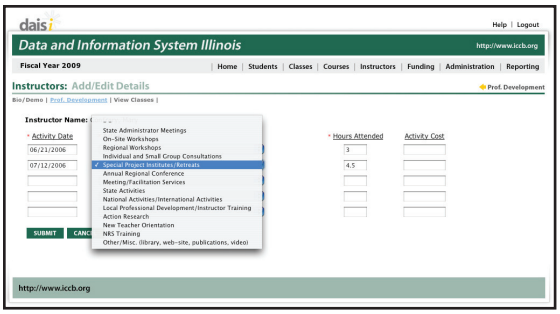
AA. Add Hours Button
BB. Total Hours for Each Activity
CC. Total Hours Attended
DD. 6 Hr. Requirement Radio Button

Add Hours-Individual

Activity date, activity type, and hours attended are required pieces of information. Activities can be selected by highlighting a selection on the drop-list or by entering the first letter of the text description.

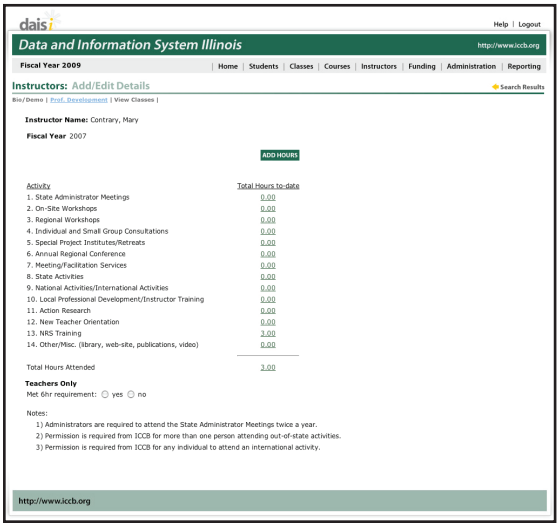


For example, if you type the letter "S" the first activity that begins with the letter will be highlighted. Type it again and the second activity that begins with the letter will be highlighted. In this case, typing the letter "S" twice will highlight "Special Project Institutes/Retreats".



Up to five activities can be entered from this screen. If you need to enter more than five, click on the ***SUBMIT*** button to save the changes and then select the ***ADD HOURS*** button to add, enter, and submit additional entries.

After the data has been submitted and updated you will be returned to the Professional Development screen where you can review the changes.


Data and Information System Illinois
Instructors: Add/Edit Details
Instructor Name: Contrary, Mary
Fiscal Year 2007
ADD HOURS
Activity
Total Hours to-date
1. State Administrator Meetings
2. On-Site Workshops
3. Regional Workshops
4. Individual and Small Group Consultations
5. Special Project Institutes/Retreats
6. Annual Regional Conference
7. Meeting/Facilitation Services
8. State Activities
9. National Activities/International Activities
10. Local Professional Development/Instructor Training
11. Action Research
12. New Teacher Orientation
13. NRS Training
14. Other/Misc. (library, web-site, publications, video)
Total Hours Attended
Teachers Only
Notes:
1) Administrators are required to attend the State Administrator Meetings twice a year.
2) Permission is required from ICCB for more than one person attending out-of-state activities.
3) Permission is required from ICCB for any individual to attend an international activity.
http://www.iccb.org

Detailed information about each category can be displayed by clicking on the link provided in the Total Hours-to-date column.

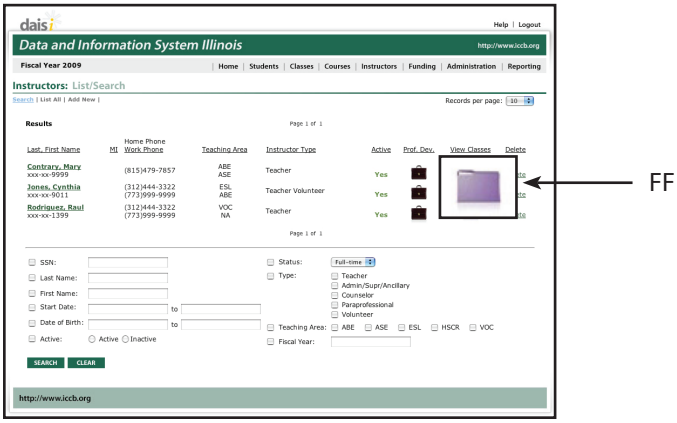
To return to the Prof. Development summary, click the Prof. Development link in the upper right.

EE. Prof. Development Link

View Classes

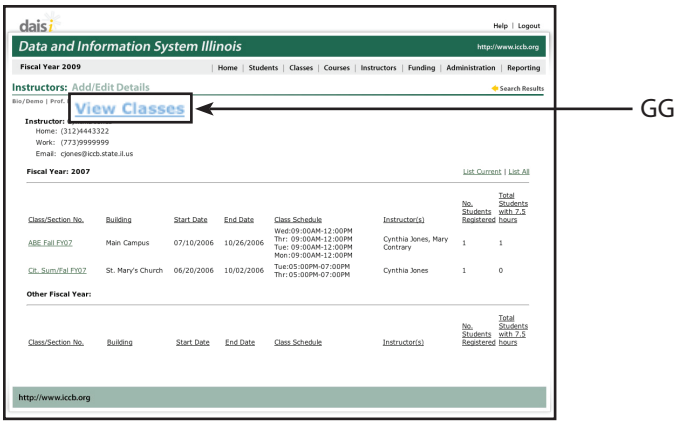
You can view the classes that an instructor is assigned to from either of two places.

You can click on the folder icon in the View Classes column next to the instructor's name on the ***List/Search*** screen.



FF. View Classes Icon

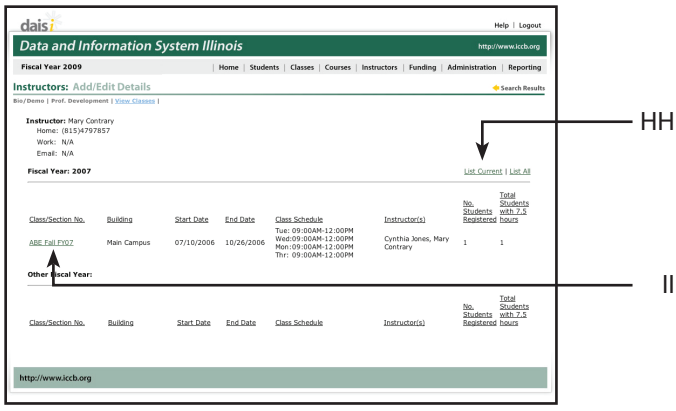
Or, once an instructor has been selected from the search list, the list of classes assigned to him/her can be reviewed by clicking on the ***View Classes*** link in the sub-menu.



GG. View Classes Link

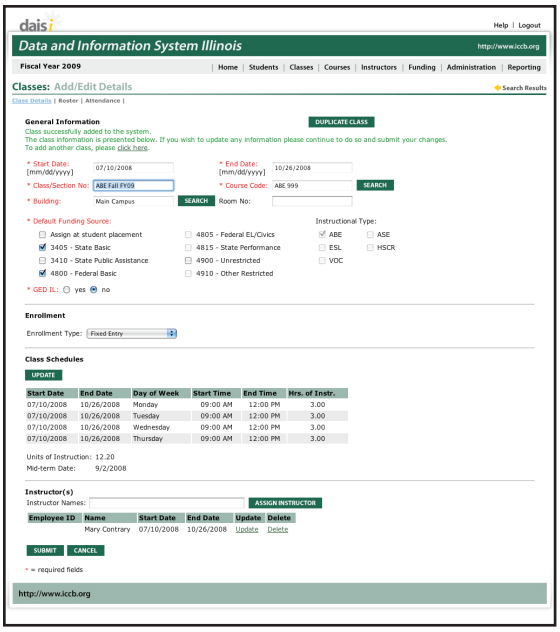
All classes the instructor is assigned to in the current fiscal year will be listed first. Classes in previous fiscal years will be listed below the current list.

While the default is to display all of the classes, clicking on the List Current link will display only the current classes for the instructor.



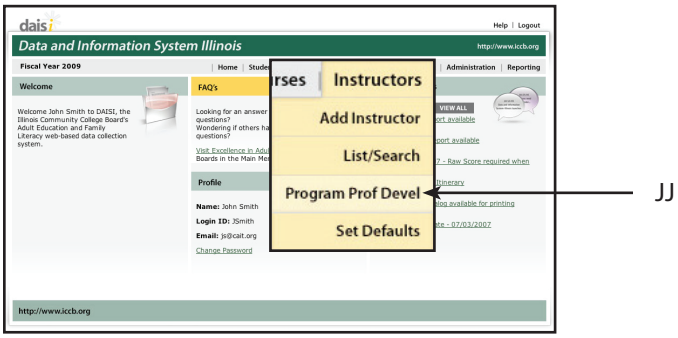
HH. List Current Link
II. Click to View Class Details

If you click the link on the class/section no., the details of the class/section will be displayed and can be edited. More will be discussed about this in the ***Classes*** section of the document.



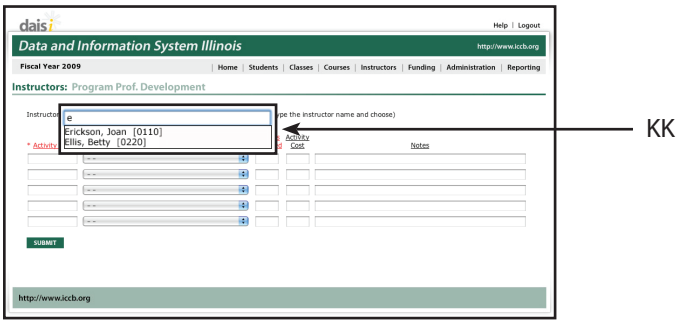
PROGRAM PROF DEVEL

Professional development activities can be set for multiple instructors at once by selecting the Program Prof Devel link from the instructors tab.



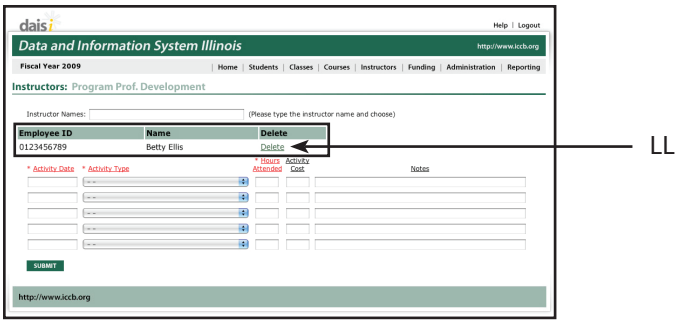
JJ. Program Prof Devel link

To begin entering professional development activities, you must build the list of instructors which have common professional development activities. To add an instructor to the list, type the name of the instructor into the space provided. Typing the first letter of the last name will provide a list you can select from.



KK. Instructor Drop-dow List

After the first instructor is selected, a list of instructors will begin to build within the current display. To add additional instructors, continue the selection process described above. To remove an instructor on the list, select the Delete link next the instructor you would like to remove.

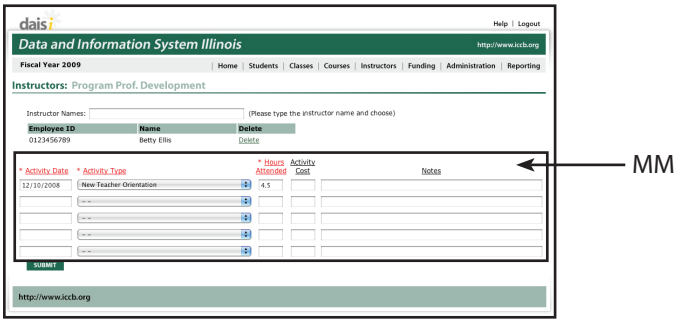


LL. Delete link

Once all instructors with common professional development activities are selected and present on the list, enter the Activity Date, Activity Type, and Hours Attended for each common activity. You may also enter Activity Cost and Notes as optional items.

Up to five common activities may be applied to the list of instructors from this screen. If you need to enter more than five, click on the ***SUBMIT*** button to save the changes and then repeat the process outlined above to submit additional entries.

When the data is submitted, the professional development activities entered will apply to all instructors within the list displayed. To verify the activities were added, search for one of the instructors and view the professional development summary page.



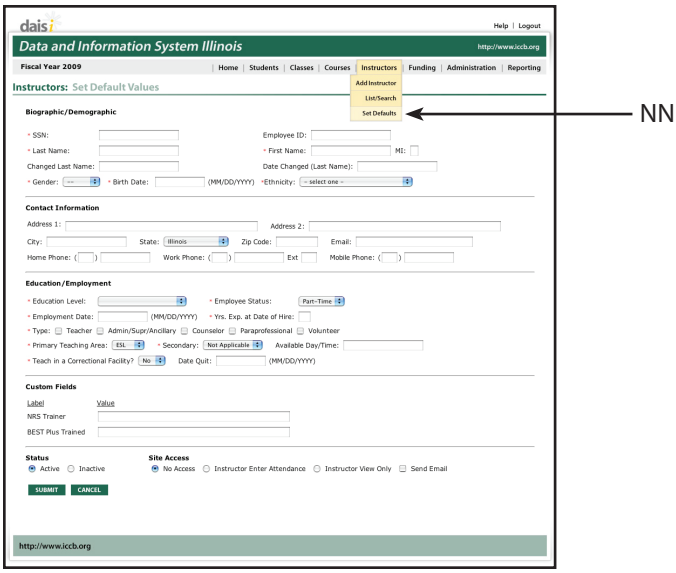
MM. Activity Entry Section

SET DEFAULTS

Default values can be set for any of the instructor entry fields by selecting ***Set Defaults*** from the ***Instructors*** tab.

Default values are data values that will display in the fields each time a new instructor is added. They are designed to aid in data entry so that values used most often are completed without having to enter them each time.

Once the default values are entered, click on ***SUBMIT*** to save them. The default values will display when a new instructor is entered. To change values during data entry, just highlight and delete the default value and enter the appropriate information.



NN. Set Defaults Option in Drop-down Navigation